

**Request for Proposals for Grants for
Regional Leadership Network Providers within
the California Alternative Certification Program**



**Proposal Deadline:
February 10, 2006
5:00 p.m.**

**California Commission on Teacher Credentialing
State of California
January 20, 2006**

I. Introduction

The Alternative Certification Program Regional Leadership Network Grants provide support to one alternative certification program in each geographic region for the purpose of providing leadership to the entire group of programs in that region. Grant funds must be spent on the defined projects identified in the narrative of the applicant's grant proposal, and may not be used to supplant current program operations.

Under this Request for Proposal (RFP), the Commission on Teacher Credentialing (Commission) will designate one alternative certification program per region as the Regional Leadership Network provider to facilitate overall leadership and training activities for the area. Each grant will be for \$95,000, and the successful applicant will be required to provide reports of activities conducted with grant funds.

The purposes to which these funds must be applied are:

1. to assist in coordinating Alternative Certification programs with other Learning to Teach programs in the region;
2. to assist in the implementation of the Teaching Performance Assessment (TPA) by hosting one or more TPA trainings and by developing a core TPA trainer bank for the region;
3. to coordinate regional meetings and activities;
4. to provide technical assistance for training in the area of working with English learners;
5. to assist in the implementation of an Intern User Survey across all regional alternative certification programs;
6. to assist in the development of a pool of potential preservice participants for alternative certification programs in the region; and
7. to assist regional alternative certification programs with development and research projects, as well as with conducting program evaluations.

Applicants may propose additional regional network activities as appropriate to promote or to assist in the development of alternative certification programs in the region.

II. Eligibility and Conditions for Grant Participation

Only currently-funded Alternative Certification programs may apply for these regional network grant funds. Applicants must demonstrate in their proposal narrative how each of the proposed activities will address one or more of the seven purposes listed above. Proposals do not need to address all seven program purposes. If the applicant proposes additional activities, an explanation of how the activity will advance the alternative certification programs in the region must be provided. Applicants should also be aware that this grant is a one-time grant only, and that the funds may not be used to supplant current program costs.

III. Notice of Intent

Programs wishing to submit a proposal are encouraged to submit a Notice of Intent (Appendix B) should be faxed to Mike McKibbin at 916-327-3165 by 5 p.m. on February 1, 2006.

IV. Proposal Application Process

The proposal must be organized as described below. The proposal narrative should not exceed ten double-spaced pages. Applicants must submit four paper copies of the proposal to:

California Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, California 95814-4213
ATTN: Mike McKibbin

A. Cover Page

Complete and include the cover page form (Appendix C) as an attachment to this RFP. Please note that all applicants must include on the cover page an authorized signature from the applicant agency or organization, as well as contact information for a designated individual.

B. Table of Contents

The Table of Contents should follow the cover page, and must outline the major sections of the proposal, including page numbers for all sections. The cover page and the table of contents do not count towards the ten double-spaced pages application limit.

C. Proposal Narrative Section 1: Design of the Proposed Program

Applicants must provide in this section of the proposal narrative:

- a) a rationale for why you are interested in becoming a Regional Leadership Network provider, and your qualifications for being a Regional Leadership Network provider;
- b) a description of the specific activities that you will support, and the relationship of these activities to one or more of the seven purposes outlined above;
- c) a rationale for and a description of any additional activities being proposed above and beyond the seven specified grant purposes;
- d) identified outcomes of all activities; and
- e) an explanation of the costs associated with each activity.

Applicants are encouraged to propose activities and support mechanisms that address and/or meet the unique needs and/or characteristics of their geographic region.

D. Proposal Narrative Section 2: Program Staffing

Identify and describe in this section of the proposal narrative staff and partners who would be involved in the regional network program, their background and qualifications, and how they would support the proposed activities, including the percentage of time devoted to the program.

E. Proposal Section 3: Budget Summary for all Program Costs

Use the table below to summarize the estimated project costs per regional leadership network provider activity.

	Salary and benefits	Travel	Release time	Books/ supplies	Total
1. Coordination with other Learning to Teach Programs					
2. TPA Training					
3. Regional meetings and activities					
4. Training for working with English Learners					
5. Intern User Survey implementation					
6. Development of pool of preservice candidate					
7. Development and research projects					
8. Other activity proposed in the narrative.					
Indirect Costs (Rate: _____ %)					
Total					

Please note that the funding source for this RFP is Local Assistance monies available under Propositions 98 guidelines. The total amount of the indirect costs for the grant proposal taken from the grant funds may not exceed the state-approved indirect cost rate published annually by the California Department of Education for Local Education Agencies (LEAs). If a LEA contracts for services, an indirect charge cannot be added that exceeds the state-approved rate.

F. Technical support for Writing An Application

Applicants may also seek assistance from the Commission by contacting Michael McKibbin, Professional services Division, at mmckibiin@ctc.ca.gov or (916)445-4438.

V. IMPORTANT DATES

February 1, 2006	Notice of Intent due to the Commission
February 10, 2006	Deadline for submission of four copies of the proposal to the Commission at the address shown in Section IV (5:00 p.m.).
February 13-16, 2006	Proposal review process
February 16, 2006	Announcement of grant recipients

VI. THE PROPOSAL REVIEW PROCESS

Each proposal will be evaluated to determine its responsiveness to the criteria as described in this RFP.

The Commission will evaluate the proposals as follows:

- (1) Commission staff will determine the compliance of each proposal with the program narrative requirements. Proposals that do not address these requirements will be eliminated from further consideration.
- (2) Each remaining proposal will be independently reviewed and rated by members of a Proposal Review Team on the basis of the Proposal Evaluation Criteria (Appendix A). The majority of the Proposal Review Team will be Commission staff members. Following an orientation and training session that will focus on the RFP requirements and the proposal evaluation criteria, each Proposal Review Team member will independently read proposals and provide initial scores for each criterion. Team members will then meet to discuss the strengths and weaknesses of each proposal, assign final scores and make a funding recommendation.
- (3) All applicants will be notified whether their proposal is recommended for funding.

VII FUNDING PERIOD

It is the intent of the Commission that grant awards for 2005-2006 will be announced on February 16, 2006. The grants can only be used for activities outlined and approved in your proposal. In the event funding is not expended within the specified fiscal year, funds will be expected to be returned to the Commission, or future allocations will be withheld until the funds have been returned.

Appendix A

PROPOSAL REVIEW CRITERIA

Proposal Evaluation Criteria: Part I

Proposal Sponsor: _____

Compliance with Proposal Requirements

Commission staff will indicate whether or not each of the following criteria is met by checking “yes” or “no” in the appropriate space. *Proposals lacking one or more of the following requirements will be rejected without further evaluation.*

Yes _____ No _____ Proposal was received by 5:00 p.m., February 10, 2006, at the office of the California Commission on Teacher Credentialing.

Yes _____ No _____ Four complete copies of the proposal were received.

Proposal Evaluation Criteria: Part II Criteria for the Evaluation of Proposals

	<u>Maximum Score</u>
(1) <u>Rationale and qualifications.</u> The proposal explains why the applicant wants to become a Regional Leadership Network provider and the applicant’s qualifications for becoming a Regional Leadership Network provider.	20
(2) <u>Project Design.</u> The proposal describes the proposed program activities, provides a sound rationale for these activities, identifies the expected outcomes of the program, and provides an explanation of costs associated with each activity.	35
(3) <u>Relationship to Specified Program Purposes.</u> The program design appropriately addresses the identified program purposes for this grant.	30
(4) <u>Project Costs.</u> The costs proposed by the applicant are reasonable in relation to the proposed program activities.	5
(5) <u>Presentation.</u> The proposal is clearly written, to the point, and well-organized. Ideas are presented logically and all requested information is presented skillfully and without redundancy.	10
Maximum Possible Score	<hr/> 100

Appendix B

NOTICE OF INTENT TO APPLY
Due to the Commission by 5:00 p.m. February 1, 2006
Fax 916-327-3165

**Request for Proposals for Grants for Regional Leadership Network Providers
within the California Alternative Certification Program**

Name of Applicant: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone: _____

Fax Number: _____

Email Address: _____

Please fax if possible.

Return to: Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95814-4213
ATTN: Mike McKibbin
FAX: (916) 327-3165

Those who plan to submit a proposal in response to this Request for Proposals are encouraged to submit this notice as soon as possible. The purpose of this notice is solely to inform the Commission of the identity of those who plan to participate in the application process, so that any correspondence related to the application process can be appropriately distributed. Submission of this notice is not a promise to submit a proposal, nor does lack of submitting a notice disqualify an applicant from submitting a proposal.

Appendix C

Cover Page

**Proposal for Grants for Regional Leadership Network Providers in
the California Alternative Certification Program**

Name of Applicant: _____

Contact Person for this Application

Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Fax : _____

Email: _____

Authorized Signature (*Superintendent, President, Provost or other designee*):

*I hereby signify my approval to transmit this application to the California Commission on
Teacher Credentialing*

Signature _____

Title _____

Mailing Address _____

City, State, Zip _____

Telephone: _____

Fax: _____

E-mail: _____

Date Signed: _____